



CHIEF PROCUREMENT OFFICE

Margaret van Dijk, Capital Development Board

Effective 09/02/2016

In an effort to provide guidance on language from the Procurement Code, in determining when a person or entity is a subcontractor (subject to the Code) or when a person or entity provides incidental goods or supplies (not subject to the Code), "incidental" is described as:

"A person or entity that only provides materials, supplies, or trucking services for projects that are not part of a sole or dual source identified in the solicitation, and does not provide installation or labor on the site, is considered incidental and is not a subcontractor or supplier under the Code.

A person or entity that provides installation, labor, design, consulting, or construction/project management services is not considered incidental and are subcontractors under the Code."

Under this description, a second or third tier person or entity providing installation or labor with a total contract value of \$50,000 is considered a subcontractor subject to the requirements of the Code. If there are any questions, please contact the Chief Procurement Office at 217-558-2156.

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